



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030618R10028

ISSUANCE DATE: July 15, 2018

CLOSING DATE/TIME: July 29, 2018 (4:30 PM)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Assistant FSN-09 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov

Sincerely,

Dustin Kohls
Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030618R10028**
- 2. ISSUANCE DATE: July 15, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 29, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Project Management Assistant (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-09 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The Office of Democracy and Governance (ODG) has a Program Support Team, and four Technical Teams: Elections and Political Processes; Governance; Rule of Law and Anti-Corruption; and Civil Society and Media. The Project Management Assistant will be assigned to the Governance Team, and is responsible for providing assistance to the development and management of the governance team activities, program information systems, preparing necessary program implementation documents, and assisting the technical staff of contractors, grantees and the mission in planning and implementation functions.

The incumbent serves as the principal Project Management Assistant and reports to the Governance Team Lead in USAID/Afghanistan's ODG. As required, the incumbent may also provide support to the Elections and Political Processes; Rule of Law and Anti-Corruption; and Civil Society and Media teams as well. The incumbent assumes primary responsibility for defining, achieving, and reporting on results from USAID programs in democracy & governance development activities.

2. Statement of Duties to be Performed

Under the general supervision and technical guidance of the Democracy and Governance Office Director, Deputy Director, and the Governance Team Lead, the employee gathers and coordinates democracy and governance activity data to fulfill reporting requirements, serves as a program manager, Contracting/Agreement Officer (CO/AO) Representative and a mission's professional specialist in D G matters.

Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country. Incumbents' responsibilities include:

Program and Activity Management Assistance

- Assists with the development and management of DG office programs, including financial, technical, and results reporting on baseline and periodic performance targets. Conducts directly, as a member of a team and with/without staff support, technical analysis. Develops cost estimates, institutional capacity assessments, equipment requirement projections, and training needs assessment. Manages the schedules of projects as a representative of USAID in Afghanistan. Drafts necessary documentation and lead reviews related to project amendments, project contracting, standard USAID reports, and project outreach and communication. Manages performance of financial review and analysis of the financial parameters of the project and prepares project related financial projections.
- Assists other ODG Contracting/Agreement Officer's Representative (C/AOR) to review activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country government. Reviews contracts/agreements in consultation with the Office of Acquisition and Assistance (OAA) and provides guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets.
- Manages democracy assistance activities in one or more of the following areas: Rule of law, Elections, Political parties, Parliament, Sub-national governance, and Civil Service Capacity Building. In that capacity, incumbent manages activities from inception to completion, and is responsible for all facets of project design and development, including information gathering, needs assessments, feasibility studies, drafting of concept papers and scopes of work, project budget formulation, and evaluation of bids for major projects and programs.
- Serves as a Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR)
- Prepares standard USAID program management documents, correspondence, and procurement documents such as GLAAS requests.

- Assists with the preparation of standard briefing packages to be used to brief USG officials and visitors.

Program and Activity Reporting Assistance

- Assists with the preparation of program reports on a quarterly or as needed basis. Appraises program performance by comparing actual levels of achievement or progress against program targets. Provides project and activity status and achievement updates as necessary to serve as a means to enhance outreach and communication on ODG activities.
- Analyzes and reports on those aspects of democracy assistance activities at the national and sub-national level relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducts research of a qualitative and/or quantitative nature, assesses the impact of new developments and interventions regarding democracy assistance in assigned areas.
- Performs a variety of research, reporting, contact, monitoring, and analytical duties in support of senior development assistance personnel responsible for the full range of professional development assistance functions.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent works under the overall direction of the Program Support Team Leader, or his/her designee, plans and carries out day to day management of his/her portfolio with a certain degree of independence. Assigned duties demand sound judgment, personal initiative, and the ability to assume increasing responsibility. Meet regularly with supervisor to discuss status of projects and related activities.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Two (2) years of college/university diploma in Business/Public Administration, Management, Political Science, Democracy and Governance, International Relations or Economics is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of five (5) years of relevant work experience in the fields of governance, administration, elections, rule of law, civil society, and/or management support with a development entity involved in programming design, management and implementation is required. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV abilities in both written and spoken English and Dari/Pashtu are required. (English language ability will be tested).
- d. **Knowledge:** The incumbent must be knowledgeable about and committed to the role democracy and governance plays in a democratic system. In addition, thorough knowledge of statistical methodology and techniques and good understanding of internal democracy & governance reporting requirements and procedures is required. Contacts with appropriate governmental officials and non-governmental professionals are essential. This must be complemented by a good understanding of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.
- e. **Skills and Abilities:** The Incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain professional contacts and be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Incumbent must have professional skills of standard computer skills such as Microsoft Office.

III. EVALUATION AND SELECTION FACTORS

- Work Experience 50 points
- Knowledge 30 points
- Skills and Abilities 20 points
- Maximum Points: 100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Project Management Assistant / (72030618R10028).**

Offers must be received by the closing date and time specified in **Section I, item 3**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also

meet in full the experience requirement. There is no exception for these requirements.

- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.